**eSheBee Institute and Caregiving Agency**

**Employee Exit Interview Form**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Phone No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions:**

1. **What was your job, and what were your responsibilities at eSheBee?**
2. **Did you receive sufficient supervision, support, and training on your role? Did it help reduce your knowledge gaps?**
*(Support refers to resources, tools, software, and assistance available to employees that they need to successfully complete their jobs.)*
3. **Were there other things you needed to help in your role?**
4. **What was the most difficult part of your job?**
5. **What was the best part of the job?**
6. **What is your main reason or reasons for leaving eSheBee?**
7. **Is there anything eSheBee could have done to prevent you from leaving?**
8. **How do you feel about your supervisors and management?**
9. **Was there sufficient communication within eSheBee? Your department?**
10. **Do you feel you received fair payment and benefits?**
11. **How was the working environment during your time here?**
12. **Did you get sufficient feedback on your performance?**
13. **Would you return to work for eSheBee or recommend it to a friend?**
14. **Has there been any pending financial and non-financial issue(s) between you and the company? (If Yes, please narrate)**
15. **Your overall opinion on eSheBee (what new thing found here... etc.)**

**Follow-Up:**

*Please answer the questions above at your convenience. Following your responses, a short meeting will be scheduled on Zoom to discuss further, if required.*